



SPTTE Workshop: Who, What and WHY??

Fall 2009

Presented by:
The Office of Analysis, Planning and Assessment (OAPA)

The SPTE: What is it?



- Student Perception of Teaching Effectiveness (SPTE)
- Standardized student rating instrument specified by VPAA.
- Used with other materials to document competence and effectiveness in teaching.
- Results are for course revision and improvement of instruction.

Which instrument to use?

- SPTE: for traditional lecture courses.
- ESPTE: for experiential courses such as science and technology laboratories; art, music, theater and design studios; and nursing clinics.
- Individual faculty members may choose the instrument that best suits their needs for each course that is to be rated.



What is the process for evaluation?

- Each fall and spring semesters, VP Academic Affairs determines the student rating instrument and evaluation period.
- Chair and faculty discuss which courses to evaluate (faculty in probationary period evaluate all courses.)
- SPTE/ESPTTE are requested.
- Requests for SPTEs are sent to WSU; ESPTTE packets are created by OAPA.

Then what happens?

- Packets are delivered to offices.
- Faculty determine evaluation times.
(VALUABLE REMINDER: Do not wait until the very last possible day – inclement weather does occur!)
- Neutral person administers and packets are collected by department contact.
- Department contact returns packets no later than Tuesday following end of the rating period to OAPA.

And then...

- Completed SPTE packets are sent to WSU for processing; completed ESPTE packets are sent to the Testing Center for processing.
- All processed packets are returned to OAPA and delivered to departments.
- Department contact places original results in personnel file and distributes copies of results and comment sheets to faculty.

***From the PSU/KNEA and PSU/KBOR
Contract 2008-2011 (page 87)***

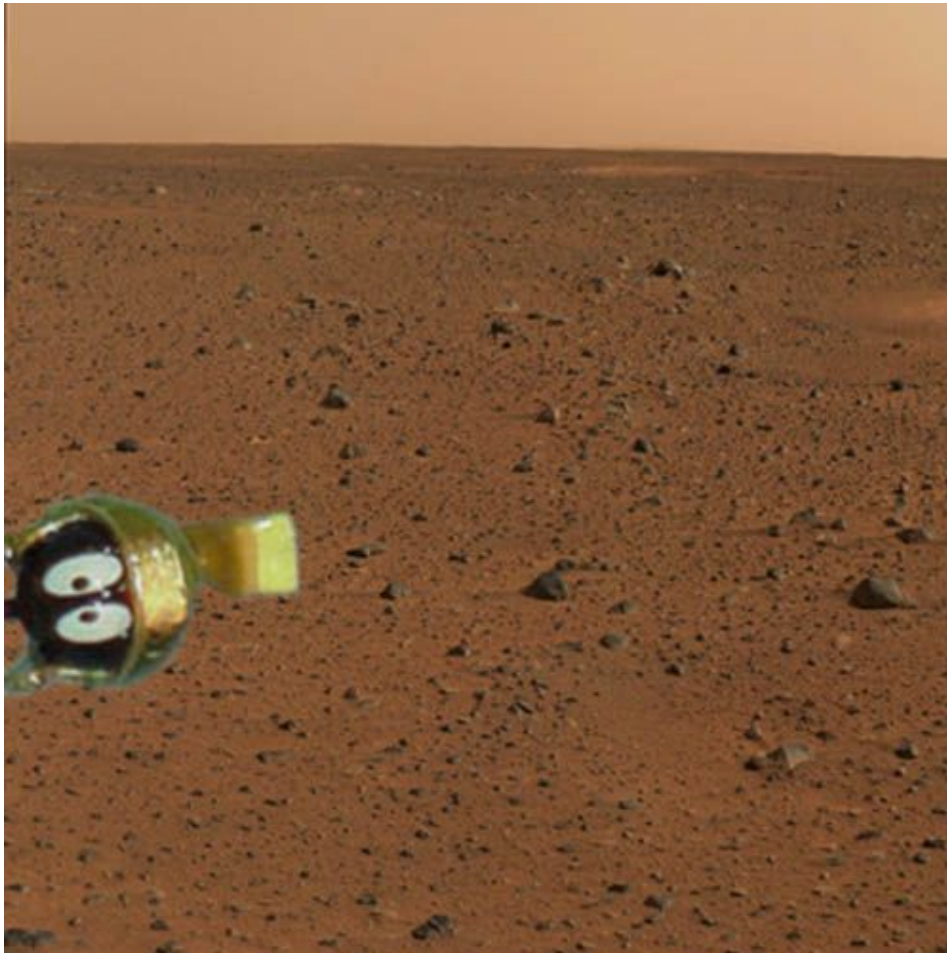
“Please note this important deadline: To assure the integrity of the process, it is vital that all participating faculty adhere to the guidelines for administering the ratings and that they submit them for processing by the designated deadline. Rating forms will not be accepted for processing after the designated deadline.”

***From the PSU/KNEA and PSU/KBOR
Contract 2008-2011 (page 87):***



“Important reminder: Faculty are required to submit the results of these student ratings during the annual performance appraisal process.”

Still with me??



When is the Evaluation Period?

- Times are set by VPAA. Generally, Fall period is November and Spring period is April.
- In extenuating circumstances and with Chair's approval, evaluation may be given before the evaluation period.
- Responsibility of faculty to schedule evaluations.
- Packets are delivered to departments at least two weeks prior to evaluation period.

How are evaluations administered?

- Faculty should consider who they want to administer the evaluation(s). This person bears the responsibility of confidentiality, accuracy, and should not see any responses from the students.
- Evaluations are to be administered at the beginning of class by someone other than instructor – allow 20 minutes.
- Instructor is not to be present in room during evaluations.

What are the administering individual's responsibilities?

- Read instructions on packet to students.
- Collect forms from students, separate and align bubble sheets and comments sheets, same direction and orientation. THIS IS IMPORTANT! The tabulating process is slowed down if WSU personnel have to sort each packet they receive. This, in turn, delays the return of the results to the faculty.
- Place all forms, except blanks, in the envelope.
- Double check that instructor's name, course and section number are correct.
- Return packet to department contact for processing.

What does the department contact do now?

- Scotch tape (not glue or packing tape) the packets closed after checking that materials inside are in proper order. All packets not administered are marked "Not Administered" to the right of the label.
- Keep all packets in a secure location.
- Check your list to make sure all packets requested and delivered to your office have been returned.
- Return all packets and blank forms to OAPA.



What does OAPA do?



- Check all returned packets against our database and call department contact if packets are missing.
- Randomly check department packets for compliance. If, after a random check inside the returned packets, it is discovered the instructions in the **How to Administer the Student Rating Instrument** were not followed, the department will be contacted and asked to correct them (either in our office or yours.)
- Store returned packets in a locked office during evaluation period.
- Box up SPTE packets and ship to WSU and deliver ESPTes to the PSU Testing Center.

It's really not that bad...



And the final stretch...

- Results of SPTes are tabulated by WSU; ESPTes and on-line are tabulated by the PSU Testing Center.
- SPTe packets are shipped to OAPA and ESPTe packets are delivered to OAPA. The packet holds the results sheet and any comment sheets for that class.
- Results are returned to OAPA approximately one week after the end of the semester.

What does OAPA do?



- Check that all SPTE packets mailed to WSU and all ESPTE sent to Testing Center were returned.
- Combine SPTE, ESPTE, and on-line packets and deliver packets to all departments.

What does the department contact do?

- Remove each result sheet and make a copy for the faculty person. The original is kept in the personnel file in your office.
- Keep all packets secure until after course grades have been submitted.
- Return copy of results and original comment sheets to faculty.



*From the PSU/KNEA and PSU/KBOR
Contract 2008-2011 (page 87):*

“NO student rating reports will be returned to instructors until after their course grades have been submitted.”

For more information...

- WSU Social Science Research Lab:
http://webs.wichita.edu/?u=9112SSRL&p=/spte/SPTE_home/
- Office of Analysis, Planning and Assessment
(x4132)
<http://www.pittstate.edu/inres/>

